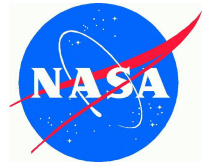


# ***Travel Manager Reminders***

**March 31, 2004**



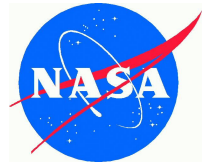
# Invitational Travel Authorizations



- Any Traveler who is **NOT** a NASA-Dryden Employee must be processed through Travel Manager using the Invitational Travel process
- The Help Desk **MUST** be notified first *before* creating an Invitational Authorization order to ensure the correct routing of the document will occur
- Failure to notify the Help Desk **WILL** cause delays in the process of invitational travel documents
- Non-Dryden NASA employees
  - Must utilize the Invitational routing list
  - Traveler's SSN + i (example, 123-45-6789i)
    - **i = Invitational**
- NASA Employees from another Center
  - May use the regular Domestic routing list
  - Traveler's SSN + d (example, 123-45-6789d)
    - **d = Dryden**



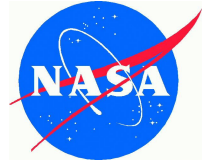
# Invitational Travel Authorizations – cont'd



- A sponsor **MUST** be selected before using an Invitational Authorization
- Apply changes globally must be checked
- For TM purposes, the sponsor is **ONLY** considered a proxy for the Travel Authorization & Voucher
- The **Printed & Branch Org** must be entered in the traveler section of the document otherwise the document will fail Travel Manager
- TM sponsor **MUST** track the document and sign proxy for the traveler after receiving a signed hard copy of the voucher



# Canceling Authorizations

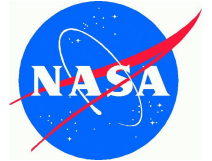


- Traveler notifies preparer of cancellation
- Do not apply the cancel stamp yourself!
- Send e-mail to the BISS Help Desk
- Provide name of traveler, document name, & dates of travel
- Indicate specific instructions: cancel authorization and/or delete authorization

**Note:** *Any authorization stamped approved or datalink cannot be deleted from Travel Manager.*



# Constructive Vouchers



- All travel is prepared and approved based on “Preferred Mode” of travel. Include the following:
  - Airfare price
  - Ground transportation to/from the airport
- Select one of the “Personal Preference” in the Other Authorization to indicate the traveler will be using POV. Include the following:
  - Reimbursement will be limited to the preferred mode
- When creating the voucher include both Preferred Mode and Personal Preference:
  - Trip 1 – Preferred mode of travel
  - Trip 2 – Personal Preference – actual used method of travel
- Reimbursement will be whichever is most cost effective to NASA (either trip 1 or trip 2)
- Refer to the Travel Manager Preparer Manual section 9